



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

Chapter 1.

Program Administration

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COMMODITY SUPPLEMENTAL FOOD PROGRAM

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SUBJECT:	Program Administration	Chapter:	1
		Section:	1.1
REFERENCES:	7 CFR 247.6	Page:	1 of 1
		Revised:	8-12-04

PURPOSE: To outline the regulatory and procedural guidelines for administering CSFP.

POLICY: The Missouri Commodity Supplemental Food Program (CSFP) shall be administered in accordance with federal regulations, the State Plan, the contract Scope of Work (SOW) and the Policy and Procedure Manual.

PROCEDURES:

- A. The CSFP is defined in Title 7 – Agriculture, Code of Federal Regulations Chapter II – Food and Nutrition Service, Department of Agriculture, Part 247 referred to here after as 7 CFR 247. Local Agencies shall comply with all applicable parts of this and related federal regulations. Regulations are available at <http://www.fns.usda.gov/fdd/regs/final-rules.htm>
- B. Food Distribution National Policy Memoranda issued about the CSFP serve to clarify the regulation and provide guidelines. Local Agencies shall comply with all Food Distribution National Policy Memoranda. Policy Memoranda are available at: <http://www.fns.usda.gov/fdd/policy/csfp-policies.htm>
- C. The Missouri State Plan, here after referred to as the Plan, describes how the Missouri Department of Health and Senior Services administers the CSFP. The plan and any amendments to the plan are approved by the Food and Nutrition Service of the Department of Agriculture prior to implementation. Local Agencies shall be familiar and comply with the Plan. Local Agencies are encouraged to provide input on the plan at any time and especially during the annual public comment period. See Policy and Procedures Section 7.1 State Planning – Public Comment.
- D. The contract SOW is the written agreement between the State and the Local Agency detailing the responsibilities of both parties.
- E. This reference, Commodity Supplemental Food Program Policy and Procedure Manual, interprets and defines federal regulations, policy memoranda and the Plan providing for consistency of implementation of the Missouri CSFP. Attachment 1.1 describes the Missouri CSFP.



COMMODITY SUPPLEMENTAL FOOD PROGRAM POLICY AND PROCEDURE MANUAL

SUBJECT: Definitions	Chapter: 1
	Section: 1.2
REFERENCES: 7 CFR 247.2	Page: 1 of 2
	Revised: 8-12-04

PURPOSE: To provide standard definition for terms used in the administration of the Missouri Commodity Supplemental Food Program.

POLICY: The definitions in the federal regulation and herein shall be used when administering the Missouri Commodity Supplemental Food Program.

PROCEDURES:

Administrative costs: those direct and indirect costs which the Department and Contractors determine to be necessary to support Program operations, as defined in 7 C.F.R. Sec. 247.11.

Breastfeeding women: women up to one year postpartum who are breastfeeding their infants.

Caseload: monthly average number of persons a Contractor is authorized to serve over a specified period of time.

Categorical ineligibility: persons who do not meet the definition of pregnant women, breastfeeding women, postpartum women, infants, children, or elderly persons.

Certification: the use of criteria and procedures to assess and document each applicant's eligibility for the Program.

Children: persons who are at least one year of age but have not reached their sixth birthday.

Commodity Supplemental Food Program (CSFP): See Attachment 1.1.

Contractor: a public or private nonprofit agency, which enters into an agreement with the State agency to administer the Program at the local level. A Contractor determines the eligibility of applicants, distributes supplemental food and provides nutrition education to low-income persons, either directly or through another agency with which it has entered into a written agreement.

Distributing agency: a sub-contracting agency, which has entered into an agreement with a Contractor for the distribution of commodities.

Dual participation: simultaneous participation by an individual in the CSFP in more than one local agency or distribution site, or simultaneous participation in the CSFP and in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).



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Elderly persons: persons 60 years of age and older.

Homebound elderly persons: persons who are, in the judgment of the Contractor, unable to obtain monthly food packages without assistance provided by or through the Contractor.

Infants: persons under one year of age.

No-show participants: enrolled persons who fail to pick-up food during a month.

Nonprofit agency: a private agency, which is exempt from income tax under the Internal Revenue Code of 1954, as amended.

Participants: pregnant women, breastfeeding women, postpartum women, infants, children and elderly persons who are receiving supplemental foods under the Program.

Participation: the number of persons who have received supplemental foods through the Program in the reporting period.

Postpartum Woman: a woman who is up to 12 months past termination of her pregnancy as verified by a birth certificate, hospital record of birth, a newspaper notice of birth, or a physician's notice of termination of pregnancy.

Pregnant Woman: woman determined to have one or more fetuses in utero as verified by visual observation or written note from a physician.

State agency: the Missouri Department of Health and Senior Services.

Supplemental foods: food donated by the U.S. Department of Agriculture (USDA) for use by eligible persons in low-income groups who are vulnerable to malnutrition.



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SUBJECT:	Acronyms	Chapter:	1
		Section:	1.3
REFERENCES:	7 CFR 247	Page:	1 of 1
		Revised:	8-12-04

PURPOSE: To define common acronyms relating to the administration of the CSFP.

POLICY: The acronyms herein will be used throughout this manual and in connection with administering the Missouri CSFP. Acronyms not defined herein must be defined at least the first time it appears in any document.

PROCEDURES:

The following acronyms will be used throughout this manual.

- CSFP: Commodity Supplemental Food Program.
- FNS: Food and Nutrition Service of the United States Department of Agriculture
- LA: Local Agency
- MDHSS: Missouri Department of Health and Senior Services
- MPRO: Mountain Plains Regional Office
- SA: State Agency
- SOW: Scope of Work
- USDA: United States Department of Agriculture or U.S. Department of Agriculture
- WIC: Supplemental Nutrition Program for Women, Infants and Children.

Missouri Commodity Supplemental Food Program (CSFP)

What is the CSFP?

The Missouri Commodity Supplemental Food Program (CSFP) works to improve the health of low-income pregnant and breastfeeding women, other new mothers up to one year postpartum, infants, children up to their sixth birthday, and older persons at least 60 years of age by supplementing their diets with nutritious USDA commodity foods. The Missouri Department of Health and Senior Services (MDHSS) administers the CSFP.

The population served by CSFP is similar to that served by USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), but CSFP also serves older persons, and provides food packages rather than the vouchers that WIC participants receive. Eligible women, infants and children cannot participate in both programs at the same time.

CSFP food packages do not provide a complete diet, but rather are good sources of the nutrients typically lacking in the diets of the target population. These include vitamins A and C, calcium and iron.

How does the program operate?

USDA purchases food and makes it available to MDHSS along with funds for administrative costs. MDHSS distributes the food to public and non-profit private local agencies from the USDA distribution center in Carthage, Missouri. Local agencies determine the eligibility of applicants, distribute the foods, and provide nutrition education. Local agencies also provide referrals to other welfare, nutrition, and health care programs such as WIC, food stamps, Medicaid, and Medicare.

What are the requirements to get food through CSFP?

Women, infants, children, and the elderly must reside in the state of Missouri. Women, infants, and children must meet income eligibility requirements (currently 185 percent of the Federal Poverty Income Guidelines), while older persons must have income at or below 130 percent of the Federal Poverty Income Guidelines (currently \$16,237 annually for a family of two).

What foods are provided to participants?

Food packages include a variety of foods, such as non-fat dry milk, evaporated milk, juice, hot or ready-to-eat cereal, rice or pasta, peanut butter or dry beans or peas, canned meat or poultry or tuna or salmon or egg mix, and canned fruits and vegetables. Infants receive dehydrated iron-fortified infant formula and infant cereal.

For more information go to <http://www.dhss.mo.gov/csfp> or contact:

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